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**From:** Fong, Donna [/O=CORPNYCHHC/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=533D0CEE65784592BD5FAF75BC1FA7A6-FONG, DONNA]  
**Sent:** 10/15/2018 4:07:59 PM  
**To:** Kaye, Melissa [melissa.kaye@nycchhc.org]  
**Subject:** RE: FMLA paperwork Confidential Information

Thank you Dr. Kaye.

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**From:** Kaye, Melissa  
**Sent:** Monday, October 15, 2018 2:36 PM  
**To:** Fong, Donna  
**Subject:** Re: FMLA paperwork Confidential Information

Hi Ms. Fong  
Attached is my son's birth certificate per your request.  
Thank you

Melissa Kaye, M.D.  
Medical Director  
Bronx Court Clinic  
phone: 718-410-2345  
Fax: 718-410-2344

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**From:** Fong, Donna  
**Sent:** Monday, October 15, 2018 9:57 AM  
**To:** Kaye, Melissa  
**Subject:** RE: FMLA paperwork Confidential Information

Good morning Dr. Kaye,

I will forward your email along with the FMLA application form and the SR71 to Central Office for approval.  
I forgot to remind you that you need to provide your son's birth certificate as well, I mentioned that on my July email only.  
Please send the document to me at your earliest convenience. Thank you.

Donna

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**From:** Kaye, Melissa  
**Sent:** Monday, October 15, 2018 8:02 AM  
**To:** Fong, Donna <[fongd@nycchhc.org](mailto:fongd@nycchhc.org)>  
**Subject:** FMLA paperwork Confidential Information

Hi Ms. Fong,  
Attached is medical information and FMLA paperwork from my son's doctor. I will be out on FMLA to care for my child 10/15 thru 10/26, and on the other dates listed as well. I will also be taking FMLA on yet unknown dates if and when my son has a flare.

My direct supervisor is Dr. Abhishek Jain. He and I discussed this matter on 10/11/18, and he is aware of the coverage needs at the Bronx Court Clinic.  
Please contact me if you need anything else at 917-842-3092.

Thank you for your help

Melissa Kaye, M.D.  
Medical Director  
Bronx Court Clinic  
phone: 718-410-2345  
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